



DEVELOPMENT SERVICES DEPARTMENT  
ADMINISTRATIVE DIVISION  
276 Fourth Avenue Chula Vista CA 91910  
619-691-5272 619-585-5681 FAX

# Request for Release of Information

## FORM 4510

The California Public Records Act (Government Code Section 6250 et. seq.) requires the City to respond to a request for public records within 10 calendar days. Actual release of the records need not be made within this 10-day period but should not be unreasonably delayed. The Development Services Department will respond to a request for records maintained by the Development Services Department at the earliest opportunity, consistent with the workload of Development Services staff. Requests for records maintained by other City departments will be immediately forwarded to the appropriate department(s).

*Please note: Certain records are exempt from mandatory disclosure under the Public Records Act and should be requested from the City Attorney's Office.*

**Requested Via:**

Counter ☐  
Telephone ☐  
Mail/Email ☐

**Request:**

Inspect File ☐  
Copy records ☐  
Research ☐

**Date Received:** \_\_\_\_\_**Date Required:** \_\_\_\_\_**\*\*For Office Use Only\*\***

	Description of Document(s)	Date	# of Copies	# of Pages	Charge
1.					
2.					
3.					
4.					
5.					

(use back side of page if necessary)

By submitting this request, I/we agree to pay the City of Chula Vista at the rate of \$1.00 for the 1st page and 10 cents each additional page (10 cents per page for the State-mandated filings) at the time of receipt of copies by myself or my representative. Request for duplication of building plans may require additional processing and applicable fees.

**Signature:** \_\_\_\_\_

Please Print the Following information (Note: this request form is a matter of public record)

**Name/Organization:** \_\_\_\_\_**E-Mail Address:** \_\_\_\_\_**Mailing Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_**Telephone:** (\_\_\_\_) \_\_\_\_\_ **FAX:** (\_\_\_\_) \_\_\_\_\_